

1.06 Clerk Review; Acceptance/Rejection Procedure. Following submission, the District Court shall timely review the electronically filed document(s) and shall notify the filing party as to whether the filing is accepted or rejected. Upon acceptance, the submitted document(s) shall be entered into the docket of the case and the docket shall reflect the date and time of filing as set forth in Art. X, Rule 5(b) of the Rhode Island Supreme Court Rules Governing Electronic Filing. In accordance with Art. X, Rule 5(c), grounds for the rejection of a document submitted to the EFS in a small claims action are limited in scope as follows:

- (A) Failure to include a notarized signature on the Proof of Claim and Military Service Affidavit and Waiver of Right of Appeal portion of the Small Claims Notice of Suit;
- (B) For plaintiff corporations, a Small Claims Notice of Suit filed without an affidavit of designation for corporations with assets under \$1,000,000 (see Rule 3.03);
- (C) A small claims action filed without the required documents as set forth in the District Court's Electronic Filing System Guidelines; and
- (D) Pleadings not filed in accordance with Rule 1.05.

If rejected, the filing will not be docketed and notice will be sent to the Registered User indicating why the document(s) was returned. The rejection notice shall identify the basis for the rejection in accordance with the rules of the court. A rejected filing shall be promptly corrected and resubmitted and shall be deemed to have been submitted and filed on the initial filing date for purposes of any statutory or rule-based deadline.